



JOB POSTING
UNCLASSIFIED APPOINTMENT
(UNCLASSIFIED APPOINTMENT NOT TO EXCEED SEPTEMBER 30, 2017)

POSTING NUMBER:	HR-0116	ISSUE DATE:	March 3, 2015
TITLE:	Principal Fiscal Analyst	CLOSING DATE:	March 8, 2015
DIVISION / UNIT:	Sandy Recovery Division	SALARY RANGE:	R24: \$59,031.79 - \$83,803.57
LOCATION:	101 S. Broad Street Trenton, New Jersey		
POSITIONS:	1	DISTRIBUTION:	DEPARTMENT

DESCRIPTION OF MAJOR DUTIES:

Under the direction of a supervisor, performs various financial activities, analysis, monitoring and reconciliation of federal funds, including understanding and adhering to procedures and controls specifically for federal funding programs. Involved in the evaluation of financial data and developing reports from financial data.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college with a Bachelor's degree.

EXPERIENCE:

Three (3) years of experience in the collection, analysis, evaluation, and presentation of financial data used to provide an accurate accounting of administrative and operating costs, and the preparation of reports containing conclusions and recommendations for a private business or government agency.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated above on a year-for-year basis.

NOTE: A Master's degree in Business Administration, Public Administration, Accounting, or Finance may be substituted for one (1) year of the required experience.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number, by the closing date to:

Office of Human Resources
New Jersey Department of Community Affairs
HR#0116
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.state.nj.us

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer